

# Kansas County Clerk Job Description – May 5, 2015

*(Refer to Clerk's Standards for K.S.A. and Details)*

## COMMISSION

- Attend all sessions of the County Commission to record minutes, compose minutes, and archive from the formation of the County (K.S.A. 19-304)
- Maintains all contracts with the County (K.S.A. 19-305)
- Keep the county seal (K.S.A. 19-304)
- Attests the signatures of the County Commissioners on documents (K.S.A. 19-304)

## COUNTY DUTIES

- Issue Building Moving Permits by working with mover and Road and Bridge Department (K.S.A. 79-1914)
- Develop a County Plan for the vacation of road right-of-ways and alleys – work with Road and Bridge, utilities, County Commission, mapper, Register of Deeds to accomplish the task (K.S.A. 68-102a)
- Handle all County Accounts Payable, Payroll, and Bids/Quotations
- Act as Freedom of Information Officer (most counties) compose a brochure for the County in regards to County Open Records (K.S.A. 45-226)
- Register as a Notary and be available to conduct notarizations (K.S.A. 53-501-511)
- Administer Oaths of Office and Swear-in Sheriff's Deputies (K.S.A. 54-101, 106)
- Check Treasurer's Daily Statements for accuracy
- Maintain fixed asset inventory for the County (K.S.A. 10-2687)
- Charter Resolutions – File with Kansas Secretary of State 61 days after second publication (K.S.A. 19-101b, c)
- Interlocal Agreements – File with County Register of Deeds Office, Kansas Secretary of State after obtaining approval from the Kansas Attorney General (K.S.A. 12-2901 - 2905)
- Contracts between certain municipalities (K.S.A. 12-2908)
- Private Burial Grounds – County Clerk to file suit against those who damage monuments and fencing at private burial grounds not otherwise provided for by will or deed (K.S.A. 17-1305)
- Sheriff Duties – If the Sheriff and Undersheriff are no longer able to conduct the duties of the office, the Clerk becomes acting Sheriff (K.S.A. 19-804a)
- Sheriff Duties – If Sheriff or Undersheriff cannot prevent a lynching, then the Clerk assumes the duties of Sheriff (K.S.A. 19-825) Rescinded in 2012
- Vacation Restricted Access (K.S.A. 58-2613)
- Official Clerk of the governing body of a sewer district (K.S.A. 19-2752e)
  - Sewer District created in K.S.A. 19-2731 to 19-2752
- Bond Filing Surety Bonds (K.S.A. 58-102b)
- Issue Pawnbroker and/or Precious Metal Dealers Licenses in areas other than 1<sup>st</sup> or 2<sup>nd</sup> class cities under K.S.A. 16-707 et seq
- Record Court Documents (K.S.A. 59-2249)
- File Appeals in District Court (K.S.A. 19-223 – 224)

## ELECTIONS/VOTER REGISTRATION

- Election Officer (Chapter 25 of Kansas Statutes)
- Maintain accurate Voter Registration rolls
- Collect filing fees for local candidates
- Verifies signatures on petitions for candidates, question initiatives and recalls
- Recruits, appoints and trains board workers for all elections
- Responsible for all aspects of election: ballots, polling sites and equipment in accordance with federal, state and local laws and regulations
- Maintains records of elections in official abstract

## REAL ESTATE RECORDS

- Receive Deeds, prepare for certification signature, record in transfer book, and update Real Estate Records
- Maintain Real Estate and Correction Order computerized program as Tax Roll and Add/Escaped Roll
- Enter Court documents for estates, which include real estate into transfer record in Clerk's Office (K.S.A. 59-2249)

## STATE AGENCIES

- Annual Statement of Outstanding Bonds, Temporary Notes, and No-Fund Warrants
- Issue Park Permits, Boat Registrations, Hunt and Fish Licenses, Deer Tags/Turkey Tags using the newly instituted state automated licensing system (KOALS) KDWP (K.S.A. 32-984)
- Issue Cereal Malt Beverages and Class A, B Liquor Licenses through work with Kansas Department of Revenue and ABC (K.S.A. 41-2702)
- Help eligible tax payers with filing Homestead and Food Sales Tax claims (K.S.A. 79-4501)

## TAXATION

- Tax Unit Boundary Certification – prepare tax unit map for County Appraiser, PVD, and State Assessed Public Utilities (K.S.A. 79-1468)
- Motor Vehicle Abstract Certification annually
- July and November Abstract Certification to KDOR-PVD (K.S.A. 79-1604 et seq)
- Tax Process – Transfer from ORION into County Tax Program
- Work with all County Taxing Entities to develop their budgets for the Kansas Division of Account and Reports
- Create, generate, and print (in some counties) tax statements (K.S.A. 79-1801, 2001)
- Set and certify levies annually (K.S.A. 79-1803, 1806, 1965)
- Assessment of sewer costs and placement on tax roll (K.S.A. 12-618)
- Delinquent Tax Clerk adds 10% in January (K.S.A. 19-312)

## **DUTIES ARE MENTIONED NEARLY 1,000 TIMES IN KANSAS STATUTES**

*\*\*\*State Agencies: KDOR (Kansas Department of Revenue), KDOR-ABC Division (Alcohol, Beverage Control), KDWP (Kansas Department of Wildlife and Parks), KS SOS (Kansas Secretary of State), Kansas State Treasurer, KDOR-PVD Property Valuation Division, and Division of Accounts and Reports.*